

## **Tasking Memorandum No. 00-105**

### **Memorandum For Cdrs DCMDs**

**Subject:** "Process-Oriented Contract Administration Service (PROCAS) On-Line Information Center Pilot" (TASKING)

**Date:** January 31, 2000

**Suspense Date:** February 4, 2000

**Target Audience:** District Operations Chiefs

**The former PROCAS Course, P-18, has been updated and converted into an Internet-based, on-line information and training site. The pilot test for the PROCAS Information Center is scheduled for February 11 - 25, 2000. The test will be conducted at selected CAOs via the Internet.**

#### **Requirement(s):**

- Request ten (10) individuals within your District (International : three (3) individuals) be identified to participate in this PROCAS On-Line Pilot.
- Email individual names, CAO, phone number, and email address to Ms Cyndi Reichardt, DCMC PROCAS Process Owner, NLT February 4, 2000.
- Information on how to access the **website** to review the PROCAS Information Center will be emailed to those individuals selected to participate in this pilot test by February 11, 2000.
- Individuals will be requested to review and evaluate the Information Center with respect to the following :
  - Content
  - Accuracy of information
  - Applicability to DCMC personnel
  - Additions or deletions
  - Ease of use and access
  - Organization of **website**
- All comments should be sent via email or facsimile directly to the District DCMC Process Champion training NLT March 1, 2000. Comments must include person's name, phone number, and email address.
- District Process Champion will consolidate District comments and forward to the DCMC Process Owner NLT March 14, 2000.
- PLAS code for reviewing materials: 217A, Develop/Conduct training

#### **Point of Contact for Submittal of Names, Comments and/or Further Information:**

##### **DCMC Headquarters:**

Cynthia Reichardt [creichardt@dcmchq.dla.mil](mailto:creichardt@dcmchq.dla.mil) /DCMC-OC/Supplier Operations (Industry Interface Group)/ Phone: 703-767-3356; DSN 427-3356

##### **DCMDE:**

Chuck Hurley (for Ed Clavette)/ [CHurley@dcmde.dla.mil](mailto:CHurley@dcmde.dla.mil) / DCMDE-OOW/Phone: (617) 753-4223; DSN 955-4223

**DCMDW:**


Process Owner: Dave Trout/ [dt trout@link.dcmdw.dla.mil](mailto:dt trout@link.dcmdw.dla.mil) /DCMDW-OOW/Phone: 310-900-6525; DSN 929-6525

**DCMDI:**

Process Owner: Mark Young/ [myoung@dc mchq.dla.mil](mailto:myoung@dc mchq.dla.mil) /DCMDI-O/Phone: 703-767-2788  
DSN 427-2788

**Signature:**

Jill Pettibone, Executive Director, Contract Management

A handwritten signature in black ink, appearing to read "Jill Pettibone", written over the printed name.